



MASTER PLAN COMMITTEE MEETING MINUTES OF APRIL 12, 2019



1. The meeting was called to order in the main equipment bay of the fire station at 1:03 pm by Master Plan Committee Chairman John Hennessey.
2. In addition to Chairman Hennessey, also in attendance were committee members Quentin Tolby, Chief Rodriquez, John Nelson, John Fahrendorf, Scott (Scooter) Bennett and Denny Walter. For the record, Quentin attended telephonically. There were no members of the public in attendance.
3. New Business
 - a) Introduction. John Hennessey welcomed all and thanked them for participating in the Master Plan Committee. The Master Plan Committee is a natural extension of the new station building committee activities. We have our certificate of occupancy—now is the time to address everything else. He then addressed the committee makeup and objective. Per the draft charter, the Master Plan Committee shall be comprised of two FLFD board members (one of which shall be appointed chairperson by the FLFD board), the FLFD Chief, and one or more members of the community at large. The committee objective is to provide overall guidance for the best use of the FLFD property and facilities. For the record, the committee is comprised of John Hennessey, Board Member and Committee Chair; Quentin Tolby, Board Member; Dave Rodriquez, Chief; John Nelson, Community Member at Large; John Fahrendorf, Community Member at Large; Scott (Scooter) Bennett, Community Member at Large; and Denny Walter, Community Member at Large. Board Chairman Tom Cummiskey is an Ex-Officio Member. Chairman Hennessey then addressed the meeting objectives: lay the foundation for future work efforts, conduct a site walk (if conditions allow), discuss the overall timeline of committee and site work, brainstorm potential work scope elements, agree on a committee charter and discuss funding considerations. He then addressed some housekeeping issues: meetings will be conducted in accordance with Open Meeting Laws, but will not be as formal as board meetings; there will be posted agendas; and there will be posted meeting minutes. We are assured of FLFD Finance Committee participation with both John Hennessey and Chief Rodriquez being members of the finance committee.
 - b) Site Walk. Due the snow conditions, the site walk was canceled (note: Chief, Scooter and Denny did a site walk this past Monday.) The purpose of the site walk was to familiarize the committee with the condition of the Annex and the opportunities for using the back property. In lieu of a site walk, Chairman Hennessey presented exterior and interior pictures of the Annex taken last October as well as the septic system permit approval drawing, which shows the entire site, including elevation changes and natural drainage lines for the back property.
 - c) Discussion re: Work Scope/Improvement Areas. A draft list of work scope elements was presented: evaluation of all current land and buildings as related to the FLFD mission and operations; assess repairs and updates needed to the annex exterior and interior; repurposing and furnishing of the annex interior; potential partner users of annex space (e.g., us post office); need for storage facilities/sheds for seasonal equipment; additional parking; signage; snow removal and excess snow storage; drainage maintenance; landscaping and beautification, with abundant plantings to shield our neighbors; communication structures: towers and antennas, including possible leased space; future upgrades for the new fire station; long term plans for crew quarters and equipment space; west side of the property (public gathering/picnic area/play area); added parking, future storage structures, etc.; fuel cells/fueling station; and RV hook up sites--could be a good tool for hiring on duty staff and paid on call staff. It was suggested we get community input, most certainly from the property owners immediately adjacent to the station, and perhaps, the general community.



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- d) Overall Financial Picture Funding Constraints. For the next fiscal period, FY2019-2020, which begins on July 1, 2019, there is a budget line item in the amount of \$25K for exterior/interior work on the Annex, which is deemed the most urgent need. There is also \$5K+ for interior work (rain storm damage related, October 2018). Note: Chief has approval to spend above amounts (already in FY2019-2020 budget, insurance payout). For the following fiscal period, FY2020-2021, which begins July 1, 2020, there is a \$20K placeholder in the 5 Year Budget Forecast. The committee is to define the recommended work scope and details to be presented to the Fire Board for consideration in 2019 STRAP update (September/October 2019 time frame).
- e) Discussion Regarding Overall Timeline. Chairman Hennessey presented a strawman timeline for executing the committee's proposed plan. It suggested we consider the overall effort to be broken down into two phases. Phase 1 would address the Annex, the most urgent problem to be addressed. Phase 2 would address everything else. For Phase 1, work would begin in July of this year, and be completed by year end. Emphasis would be on the Annex exterior (foundation, fascia, siding, roof, paint, caulk, ...). Work would then move to the Annex interior: repair storm damage in bays; demo old office space in preparation for remodel; remodel (see layout in the 2018 STRAP Update document); and specify and procure portable furniture and equipment for the multipurpose conference room once its intended use is finalized. Subject to available funding, we would then consider seasonal equipment storage and a fueling station. For Phase 2, emphasis would be on additional storage space, beautification, cell tower related issues, landscaping, parking, public gathering/picnic area/play area, and RV hookups. Budgetary cost estimates would be developed for pricing input to STRAP 2019 update sessions in the September/October time frame.
- f) Discussion re: Proposed Charter. Chairman Hennessey presented a draft of the proposed charter for the committee. He noted this is a formality. John Nelson pointed out the charter format follows that of previous committees. There were no changes suggested. All agreed the charter be placed on the April 20, 2019 Fire Board meeting for approval.
- g) Roundtable/Summary Comments. The following capture relevant discussion points from the meeting. They cover the entire meeting, and are presented in no particular order. Note: for the purposes of clarifying and documenting the comments, we will refer to sub-parcels of the fire station property. Old lot number references will be helpful in this regard. Old lot 297 is the $\frac{3}{4}$ acre parcel adjacent to and just south of the Annex. Old lots 298 and 299, one acre each, are adjacent to lot 297, with 299 being the southernmost sub-parcel.
- a. The septic system leach field is located just west of the blue garage (rear portion of the old lot 298) and cannot be infringed upon.
 - b. There is a reserve area for the septic system on the western edge of the old lot 297 that cannot be infringed upon.
 - c. Natural drainage lines are shown on the septic system approved plans and must be maintained/accommodated (Old lot 299 in particular).
 - d. The primary focus of the committee will be the southernmost acre, old lot 299. The boundary/easement areas for old lots 297 and 298 are also a consideration for beautification.
 - e. Soil from the excavation of the foundation for the new station is stored along the rear portion of old lot 299. The committee will recommend what needs to happen to the soil. Chief noted it cannot be simply given away—it belongs to the district/residents.



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- f. We need to decide what happens to the concrete slabs stored at the rear of lot 297. These were left over from the demolition of the white garage.
- g. Preparations are underway to relocate the three Tuff Sheds from the rear of the Annex to the rear of the fire station.
- h. Regular inspection and maintenance of the berm and swale just south of the Annex is required to assure water runoff is directed to the northern most catch basin on Merzville road. These are part of the conditional approval of the grading and drainage permit.
- i. Drywall repair of the Annex interior must occur prior to electrical repairs.
- j. Chief is having difficulty locating a contractor to do the repair work on the Annex interior. It is a relatively small job, and contractors are busy at this time.
- k. Annex storm damage repair may involve repairs to the roof.
- l. Annex foundation in the old cinder shed area is shifting and is believed to be the result of the excavation work for the new station. It is believed to be stabilized with the addition of the stacked stone wall. Previous investigation by Chief determined there is no rebar reinforcement in the foundation walls.
- m. Drainage around the fire station worked well based on the heavy rains of last fall and the heavy snow this past winter.
- n. Due to our remote location, and distance to Flagstaff, Chief and John Nelson consider an Emergency Operations Center (EOC) to be a critical element when repurposing the Annex. The most important considerations for an EOC would be radio, telephone and internet connectivity. As long as we have a flexible conference room, with portable tables and chairs, we could easily accommodate the needs of an EOC. We may be able to obtain financial assistance from the county, grant pursuits and financial assistance from Coco community development.
- o. The Multi-Purpose Conference Room should have a flexible work space to accommodate various uses (training room, exercise/workout room, ...). A large screen monitor and projector could be used for training purposes.
- p. Should we engage a structural engineer to determine what needs to be done to stabilize the Annex foundation? It was noted that this foundation is part of the original cinder shed and that the remainder of the Annex is connected to it structurally. We must stabilize the foundation before it becomes worse.
- q. Our primary focus should be on operational needs. Chief is to establish a prioritized list for consideration at the next meeting.
- r. We need thoughts, ideas and concepts of the potential uses for the old lot 299. Scooter and Denny will do another site walk and develop ideas for the next meeting, including a prioritized list of what needs to be done.
- s. Chief stated the fuel station he is considering would be an above ground, double wall steel unit holding 2,000 gallons of diesel fuel. There would be no adverse environmental concern with a double wall unit. Accessibility, especially during the winter, will be a key consideration.
- t. We should look at minimizing the need for additional storage by eliminating old, unwanted items.
- u. Chief will investigate to what extent, if any, we need to consider building permits for the Annex restoration. If we are not adding new functionality/features, but simply restoring



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the original, do we need permits? If permits are required, we need to include the effects on schedule and cost.

- v. One acre sounds like a lot, but it will get used up fast. We need to focus on priority uses first and foremost.
- w. We should view the property from the perspective of our adjacent neighbors.
- x. Should we consider getting community input? If so, how?
- y. The \$25K in the budget for the 2019-2020 fiscal year will be used up quickly. We need to focus on priority uses first and foremost.
- z. The major focus of the committee's efforts will be Phase 2. It has the least well defined work scope.
- aa. There is a roughly 5-foot elevation change north to south along the back section of old lot 299. Can the property be terraced? What about natural drainage?
- bb. We should look at water runoff to the property just south of the station.
- cc. We may want to rethink the use of the Annex for board meetings. The fire station works well for board meetings. Our money may be better spent in other areas. Note: the graphic from the 2018 STRAP Update document for the Multi-Purpose Conference Room layout should be considered a preliminary concept. Keep everything open ended at this time.
- dd. We discussed leasing space to the US Postal Service as a potential revenue generator. Chief also mentioned that if we have exercise facilities for the ODS that we may entertain the possibility of providing access to these facilities by the residents.
- ee. Do we need to employ licensed contractors for the Annex refurbishment?
- ff. Can we bundle the Annex interior and exterior work to make a more attractive work package for prospective contractors?
- gg. Chief mentioned that the largest piece of equipment that can traverse the septic system leach field is a Massey Ferguson 230.
- hh. Do we keep the dirt or get rid of it? The dirt pile was intended to be a temporary storage area. Its ultimate disposition will be an outcome of the Master Plan.
- ii. John Nelson reminded us that as part of the Conditional Use Permit approval for the Community Center FLOA and the Fire District have an agreement that FLOA can use parts of lot 299 for event overflow parking.
- jj. We need to provide protective barriers around the septic system pumping equipment to prevent accidental damage from vehicles.
- kk. If, during the repair of the apparent water damage in the Annex, we find additional work that needs to be accomplished (Annex roof may need new underlayment/plywood, e.g.) we would go back to the insurance company for further economic considerations.
- ll. The current Annex configuration can store three or four pieces of equipment.
- mm. It is unclear at this point what involvement, if any, the Master Plan Committee would have with the execution of the proposed master plan. It appears that the execution of the proposed plan will be a multi-year, multi-phased effort. How that would be accomplished would be a board decision.
- nn. The blue garage was not addressed in the meeting, but must be included in subsequent discussions.

4. Next Meeting. Friday April May 3, 2019 at 1:00pm.



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1. Action Items
 - Prioritized list of operational items (Chief)
 - Conceptual ideas, sketches and priorities for lot 299 (Scooter, Denny)
 - Building permit issues (Chief)
5. Call to the Public. There were no members of the public.
6. There being no further business before the committee, the meeting was adjourned at 2:19 pm.
7. Attachments:



1_20190412 Master



3_Forest Lakes Fire



4_Annex



Storm Damage to



2_FLFD Master Plan
Plan Committee Rev A District - Approved PIMultipurpose Confere Annex 10-03-18.pdf Committee Charter DF

Exterior photos of the Annex can be viewed by copying the following link to an Internet browser:

<https://www.dropbox.com/sh/aguiz3vfot9pev1/AACG6sLOKgewyI9ZafP-jhpVa?dl=0>

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